



# Maryland Department of Budget & Management

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## Office of Personnel Services and Benefits

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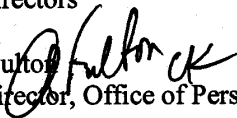
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Secretary

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Lieutenant Governor

### MEMORANDUM

March 10, 2003

TO: Personnel Directors

FROM: Andrea M. Fulton   
Executive Director, Office of Personnel Services and Benefits

SUBJECT: Leave Accrual – Leave Donation Programs

The purpose of this memorandum is to inform all participating State departments and agencies that State employees while using leave through the State's Employees' Leave Bank and Leave Donation Program should be accruing both annual and sick leave. This Office is well aware that some departments and agencies have been administering the leave accrual issue based on Mr. Chuck Smith's July 21, 1995 memorandum. It was clearly stated in that memorandum that "an employee may not earn sick or annual leave while using leave from the State Employees' Leave Bank or State Employees' Leave Donation Program.

A recent inquiry has prompted this Office to review the issue of leave accrual while on donated leave. Based on this review, all State employees using leave from the State Employees' Leave Bank or the State Employees' Leave Donation Program should accrue sick and annual leave during the period of absenteeism. As a result, when an employee has exhausted all accrued leave (sick, annual, personal and compensatory) and requests leave from fellow employees, the department must subtract the amount of sick and annual leave that the employee would earn during this period of absenteeism from the amount of leave donated by fellow employees. For example, if a State employee requests eighty (80) hours of leave because he/she will be absent

for two weeks and fellow employees donate eighty (80) hours, the department's timekeeper must determine the amount of annual and sick leave that would be accrued during that two week period (6 hours) and subtract that amount from the total donation. As the result of this action, the employee would need only seventy-four hours of donated leave instead of eighty hours. The same procedure would be executed for requests for leave from the Leave Bank.

We do understand that this procedural change will make it more difficult to administer these programs. Agencies should apply this new procedure beginning on March 19, 2003.

If there are any further questions concerning this matter, please feel free to contact me at 410-767-4715.

cc: Cecilia Januszkiewicz  
Kris Hoffman  
OPSB Directors